

EXTRACT FROM SCD POLICY AND PROCEDURES MANUAL, SECTIONS 12.3.1-3

12.3 CHANGE OF PROGRAM OF STUDY

12.3.1 Application for Change of Program of Study

Undergraduate students wishing to change their program of study by adding or deleting or substituting units of study, or by withdrawing from the course, must first consult the Registrar of the Member Institute in which they are enrolled.

The change of program is subject to the approval of the Academic Board of the Member Institute in which the student is enrolled (or a member of staff authorised by the Academic Board)

Units of Study

Where the change of program involves either the addition or deletion or substitution of units of study the decision as to whether to permit such changes shall be made by the Member Institute in which the student is enrolled.

Where the change of program involves the discontinuance of a unit, approval must be obtained from the Academic Board of the Member Institute in which the student is enrolled (or a member of staff authorised by the Academic Board).

... [T]he effective date of discontinuance of a unit shall normally be *the date of receipt by the Registrar of the Member Institute of notification from the candidate*. However, in special cases the Member Institute may determine a different date. In administering this rule the Academic Board has determined that Member Institutes follow the guidelines outlined below.

The date of notification would normally be used as the date of discontinuance.

Exceptions to this would include:

- (a) students who, in the opinion of Registrar, discontinued all studies prior to the date by which discontinuance without penalty was permitted even though notification was received after this time;
- (b) students who through illness or other unavoidable disruption (documented) were unable to notify discontinuance by the due date;
- (c) students who complete a statutory declaration certifying abandonment of a unit (not just non-attendance at classes) prior to the date by which discontinuance without penalty was permitted and giving reasons for the abandonment and for the late notification, and whose application is supported by the Registrar.

In cases arising under (b) above, unless it is evident beyond any reasonable doubt that the student did actually discontinue by the due date, the student should be required to complete a statutory declaration in conformity with clause (c) above.

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Withdrawal from a Unit

Where a student discontinues not later than 4 weeks after the start of the unit he or she is regarded as withdrawn...

12.3.2 Change of Award

Where the change of program involves upgrading from a lesser award to a higher award (for example from the advanced diploma to the degree of Bachelor) the candidate shall initially apply through the Member Institute. The Member Institute shall seek approval for the upgrade from the Student Administration Committee of the College.

12.3.3 Unavoidable Disruption

The Academic Board has adopted the definition of unavoidable disruption set out below...

Unavoidable disruption to studies is defined as resulting from an event or set of circumstances which:

- (a) could not have reasonably been anticipated, avoided or guarded against by the student *and*
- (b) were beyond the student's control *and*
- (c) caused substantial disruption to the student's capacity for effective study and/or the completion of required work *and*
- (d) interfered with the otherwise satisfactory fulfilment of unit or program requirements.

Circumstances routinely encountered by students would *not normally* be acceptable grounds for claiming unavoidable disruption to studies. Such matters include:

- (a) routine demands of employment;
- (b) routine family problems such as domestic tension with or between parents, spouses, and other people closely involved with the student;
- (c) difficulties adjusting to College life, to the self-discipline needed to study effectively, and the demands of academic work;
- (d) stress or anxiety associated with examinations, required assignments or any aspect of academic work;
- (e) routine need for financial support;
- (f) demands of sport, clubs and social or extra-curricular activities.

Any claim based on these categories would need to show clearly, with appropriate documentation, that the student's particular circumstances were so extreme, individually or in combination, as to warrant consideration.

Except in the case of applications for special examinations pursuant to Rule 9, it must also be shown that the alleged disruption seriously interfered with the student's studies to the extent that had it not occurred, he or she would in all likelihood have given a satisfactory performance.

...[T]he Academic Board will treat as unavoidable disruption cases where the student has been presented from attending an examination for the following reasons:

- (a) as a member of the armed forces involved in compulsory exercises;

- (b) as a person in full-time employment required to be overseas by his or her employment;
- (c) as a member of the emergency services including the medical profession;
- (d) as a person representing Australia at an international sporting or cultural event.